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5 December 1956

MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT: Weekly Report #49
Assessment and Evaluation Staff
28 November - 4 December 1956

I. SIGNIFICANT ITEMS None.

II. OTHER ACTIVITIES

A. Office of the Chief.

1. On 30 November, members of the Staff briefed ^{three} four representatives of the DD/P on A & E activities. The individuals briefed were [redacted]

[redacted] CI Administrative Officer.

3. The new Professional Applicant Test Battery was given for the first time on Monday, December 3. This battery promises to be of much greater service to the Office of Personnel than its predecessor.

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4. [redacted] met with [redacted] Personnel Assignment Division, Office of Personnel, to discuss procedures to be followed in the conduct of the Professional Applicant Test Battery.

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5. The [redacted] Test was given throughout the Nation on Saturday, 1 December. It is estimated that approximately 150 JOT prospects for CIA were tested [redacted]

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25 YEAR RE-REVIEW

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6. [] briefed [] and members of his staff on 30 November.

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7. On 28 November, [] of LAS attended a discussion of plans for statistical training with representatives of ORR. [] will handle several sessions of the current course and may take part in subsequent advanced courses if such are required of ORR by ORR.

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B. Assessment Branch.

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C. Training Evaluation Branch.

Four experimental tests, designed to spot strengths and weaknesses in stenographic skill, were administered to 26 subjects in the Clerical Refresher Program as part of increased Training Evaluation Branch support to this program. Three meetings were held with members of the Clerical Refresher Staff to discuss how the test results could be best used and what changes could be made in the testing in order to increase their effectiveness.

III. PERSONNEL NOTES.

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[] head of the IBM section, has announced his intention to resign in February to devote full time to the study of law. It is hoped that we will be able to retain his services on a part-time or consulting basis thereafter.

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